



Reference No.: 674-15-1024

Position/Salary Range: **Project Management Specialist (Care and Treatment)**
FSN-11: M295,859.00 – M473,377.00 (Full performance - Basic Salary)
FSN-10: M230,423.00 – M368,671.00 (Trainee level - Basic Salary)
Additional benefits include meal and miscellaneous allowance, medical and pension fund subsidy subject to qualification.

Open To: All Lesotho citizens and permanent residents with valid work permits at the time of application.

Location: USAID/Lesotho
Regional HIV/AIDS Program Office (RHAP)
Maseru, Lesotho

Opening: September 18, 2015

Closing: October 16, 2015

Work Hours: Full-Time; 40 hours/week

USAID/Lesotho, an equal opportunity employer, seeks applicants for the above position.

English language fluency (Level IV English), both in oral and written communications, is a requirement for this position. Interested applicants who do not meet this qualification ARE ENCOURAGED NOT to apply as their applications will not be considered.

Basic Function of Position:

The Care and Treatment Program Specialist serves as a member of the United States Agency for International Development (USAID)/Lesotho's President's Emergency Plan for AIDS Relief (PEPFAR) team. The Specialist performs the full range of duties required in the design, implementation, program monitoring, reporting and evaluation of HIV and AIDS programs and interventions related to Elimination of Mother to Child Transmission (MTCT), maternal, neonatal and child health (MNCH), Provider Initiated HIV Testing and Counseling (PITC), and Nutrition as a component of the comprehensive HIV and AIDS clinical portfolio.

S/he works collaboratively with other U.S. Government (USG) agencies and partners, the Government of Lesotho (GOL) counterparts, implementing partners, private sector, bilateral and multilateral donors and civil society to strengthen the standards and quality of care for eMTCT, MNCH, PITC, and Nutrition facility and community services in alignment with PEPFAR requirements, GOL policies, strategic frameworks, normative guidelines and current scientific evidence. S/he works to address HIV and AIDS technical issues and coordinates efforts regarding eMTCT, MNCH, PICT, and Nutrition. S/he provides support in undertaking the PEPFAR Site Improvement Monitoring System (SIMS) visits including data gathering, data entry, logistics and feedback to partners.

Major Duties and Responsibilities

Program Design, Management and Monitoring (60% level of effort)

The Care and Treatment Specialist collaborates closely with the PEPFAR Lesotho Team in the design, implementation, monitoring and evaluation of HIV and AIDS interventions of eMTCT, MNCH, PITC and Nutrition programs. Under the tutelage of the Clinical Services and HIV Treatment Adviser, s/he provides leadership and technical guidance to USAID implementing partners, delineating programming priorities, scale-up, and ensuring that activities are aligned with USAID, PEPFAR and GOL policies and requirements.

The incumbent provides monitoring and programmatic oversight ensuring USAID's EMTCT, MNCH, PITC and Nutrition programs achieve results and enhance the attainment of the PEPFAR Lesotho team's strategic and broader USAID/Southern Africa Regional Development Cooperation Strategy objectives. S/he supports implementing partners in reporting and evaluates their performance in providing EMTCT, MNCH, PITC and Nutrition requirements at facility and community levels. S/he monitors program financial resources, maintains project records and prepares reports as required on activity status. S/he conducts field visits to identify and assess progress of program implementation, quality of services and adherence to budgets. S/he provides support in undertaking SIMS visits including, data gathering and data entry, logistics and feedback to partners. S/he ensures regular communication with implementing partners and counterparts at all levels. S/he reports implementation obstacles to the Clinical Services and HIV Treatment Adviser and USAID/Lesotho PEPFAR Director, and makes appropriate recommendations to resolve them.

The Care and Treatment Program Specialist may be delegated authorities and responsibilities commensurate with Agreement/Contract Officer Representative (A/COR) duties for USAID/Lesotho acquisition and assistance instruments upon completion of requisite requirements for those duties in accordance with USAID regulations. The Specialist reviews all acquisition and assistance requirements of contractors/recipients as required, including obligations, accruals, expenditures, pipeline and mortgages, ensuring that appropriate levels of funding are available. S/he may serve as the project/activity manager for MTCT, MNCH, PITC and Nutrition programs. S/he prepares and amends USAID documentation, including the Global Acquisition and Assistance System (GLAAS) requisitions, Action Memoranda, scopes of work, program descriptions and budgets for assigned activities in accordance with USAID regulations and policies.

Coordination with USG and key stakeholders (30% level of effort)

As a member of the USG HIV and AIDS interagency country team, the Care and Treatment Program Specialist contributes to the development of the USG PEPFAR Country Operational Plan (COP), development of key reports (i.e., quarterly, semi-annual and annual performance reports); and Program Portfolio Reviews. S/he organizes implementing partner workshops and assists with the organization of interagency headquarter Temporary Duty (TDY) travel and logistics. The Specialist assists in the development of key reports and ad-hoc requests for information from the Lesotho Mission Front Office, USAID/Southern Africa, USAID/Washington, Office of the Global AIDS Coordination, the Office of U.S. Foreign Assistance/State Department.

The Care and Treatment Program Specialist represents the USAID PEPFAR team in national, regional and international meetings that relate to eMTCT, MNCH, PITC and Nutrition services. The Specialist participates on key national level technical working groups, represents USAID in programmatic and policy coordination meetings and consultations with Lesotho Government officials, donors, civil society, private sector, and implementing partners. S/he represents the interests of USAID program objectives, using both diplomacy and technical clarity in discussions related to program concerns and issues for eMTCT, MNCH, PITC and Nutrition. Through these forums, the Specialist keeps abreast of Government of Lesotho policy and ensures USAID's programs are in harmony with the Government of Lesotho policies, strategic and technical frameworks. S/he maintains close contact with relevant district and local government officials in USAID-supported areas.

Operational Requirements (10% level of effort)

The Care and Treatment Program Specialist should expect adjustments in assigned duties and responsibilities as the USG HIV and AIDS program develops, and as guidance and requirements evolve under PEPFAR or subsequent initiatives. As a member of the PEPFAR team, the incumbent responds flexibly and capably to a wide range of work-related activities that include, but are not limited to, collaboration with the U.S. Embassy Public Relations Office and other Lesotho Mission staff in the planning and hosting of visits by delegations of high-level USG officials; drafting speeches for the Ambassador and USAID/Lesotho PEPFAR Director, preparing briefing papers and presentations, site preparations, and accompanying visitors to sites visits. S/he responds to ad-hoc assignments as dictated by unforeseen operational requirements at the discretion of the Lesotho Mission Front Office, USAID/Southern Africa Mission Director, Deputy Mission Director, Regional HIV and AIDS Program Office Director, and USAID/Lesotho PEPFAR Program Director.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

Education: Master's degree in Public Health, Epidemiology, International Health or other related fields is required.

Prior Work Experience: Minimum five years of progressively more responsible work experience at mid-senior level in Lesotho or Southern Africa region in the areas of HIV and AIDS programming and oversight. Specialized knowledge and demonstrated expertise in HIV and AIDS programming and direct service delivery, particularly in the areas of eMTCT, MNCH, PITC and Nutrition. Previous work experience in program/project design, implementation, management and/or evaluation of eMTCT, MNCH, PITC and nutritional elements of HIV and AIDS programming. Previous work program/project management experience, directly or indirectly, with USAID, PEPFAR, or other USG/international agency health programs preferred. Work experience in Lesotho strongly preferred.

Post Entry Training: Agreement Office Representative /Contracting Office Representative (COR/AOR), Project Design and Management and Programming Foreign Assistance.

Language Proficiency: (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (spread): Level IV in English (Fluency) Speaking/Writing/Reading. Fluent Sesotho is preferred.

Job Knowledge: The incumbent must possess excellent knowledge of how development assistance works. S/he must have a thorough knowledge of the development priorities of Lesotho, both politically and socially as well as the country's HIV and AIDS landscape e.g. national strategy, key partners, existing programs, gaps and the decentralization policy. Knowledge of activities related to eMTCT, MNCH, PITC and Nutrition programming in a resource limited setting is required. Experience in planning, managing and implementing donor funded and other development programs is required.

Skills and Abilities: The incumbent must demonstrate strong on-the-job initiative and an ability to work in a fast-paced environment. The HIV and AIDS environment in Lesotho is ever evolving and the incumbent must respond quickly to emerging situations with relevant and appropriate programs, approaches and solutions. S/he must have the ability to analyze complex programs and relationships, and prepare and critique reports. S/he must demonstrate the ability to work effectively in a team, communicate evolving and sometimes sensitive information clearly, render advice with objectivity and operate efficiently and effectively in a multi-cultural organization. The incumbent must have the ability to ensure that key USAID goals, priorities, values, and other issues are considered in providing advice on program decisions and to ensure that USAID's strategic visions are reflected in the management of its programs, customers, and partners. S/he must possess the ability to work effectively with senior and mid-level professionals within and outside USAID, including the GOL, civil society, the private sector and the donor/client communities. Advanced computer skills in Microsoft Office required including Word, PowerPoint and Excel.

How the Selection will be made:

The successful candidate will be selected based upon the following:

1. a preliminary review of the applicant's submitted package (which includes the cover letter and CV) to establish that minimum educational and English writing fluency requirements are met;
 2. tests to include an English writing skills test, a Microsoft Office proficiency test that may include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate;
 3. a personal or telephone/DVC interview; and
 4. reference checks.
- USAID/Lesotho's Human Resources Section will perform the preliminary review (step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements before forwarding the rest to the Technical Office or Technical Evaluation Committee (TEC) for further review and assessment.
 - The Technical Evaluation Committee will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**
 - Following the interview (step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct and document the reference checks (step 4) prior to advising the TEC of the results of these checks. Please note that references may be solicited from current as well as former

supervisors in addition to the references you provide in your application package. References will only be solicited for those interviewed applicants who are being considered for ranking.

- Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Section Memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection
- As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/SA.

USAID/Lesotho reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.

Applicability:

This position is open to all Lesotho citizens and permanent residents with valid work permits at the time of application. USAID/Lesotho management will consider nepotism/conflict of interest, budget, section need for continuity and residency status in determining successful applications. Current USG employees on probationary status (within their first year of employment) are not eligible to apply.

Compensation:

The Project Management Specialist (Care and Treatment) will be compensated in accordance with the U.S. Mission to Lesotho's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

To Apply:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

E-mail your application to:

hromaseru@state.gov

Also ensure that your application is accompanied by a cover letter, a CV of no more than 4 pages, and all your communications (including your cover letter) includes the Announcement Reference number and the title of the position for which you are applying. Failure to comply with these instructions may result in your application being considered "non responsive" and eliminated from further consideration.

Point of Contact:

Ts'epang Mohale telephone: (00266) 2231 2666

Mzwandile Sopen Telephone: (00266) 2231-2666

Only short-listed candidates will be acknowledged.

Closing date for this position: October 16, 2015 (Close of Business).

The U.S. Mission in Lesotho provides opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. The United States Agency for International Development (USAID) also strives to further equal employment opportunity in all personnel operations through continuing enhancement programs.